#### State of Oregon

Department of Environmental Quality Memorandum

**Date:** Day xx, 20xx

**To:** Environmental Quality Commission

**From:** Dick Pedersen, Director

**Subject:** Agenda item xx, Rulemaking: Revise registration fees for Oregon E-Cycles Program

 **June 21, 2012**, EQC meeting

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| **Why this is important** | Two sentences outlining the purpose and importance of the proposed rulemaking. |
| **DEQ recommendation and EQC motion** | Text of recommendation and motion goes here. |
| **Background and need for rulemaking** | General background info on need for rulemaking and issues – was it a Legislative directive? Do we need to revise fees or update authorities for the program? Do the rules simplify Oregon’s program? Are they more protective of human health and the environment? *Essentially, why are we proposing these rules?*Second paragraph on background.Third paragraph on background (if needed) |
| **Effect of rule** | If adopted, the rule would *xyz* |
| **Commission authority** | The commission has authority to take this action under ORS xxx.xxx.xx |
| **Key issues** | Outline key issues in the rulemaking: things that were concerns for staff or stakeholders, implementation strategies or major development processes and policy concerns |
| **Public outreach** | One paragraph on outreach: Did you hold informational meetings? Were there public hearings? Was there an advisory committee or group of involved stakeholders? *There is often a reference to an attachment with the summary of public comment and agency responses, assuming this rulemaking had a comment period.* |
| **Next steps** | If the proposed rules are adopted, DEQ will file the rule record with the Oregon Secretary of State.  |
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| **Attachments** | Proposed rules (redline)Other important documentPublic comment and agency responsesRelationship to Federal Requirements questionsStatement of Need and Fiscal and Economic ImpactLand use evaluation statement |
| **Available upon request** | Supporting information 1Supporting information 2Supporting information 3 |
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 Approved:

 Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Report prepared by: Writer’s name

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